



## JOB DESCRIPTION

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<b>JOB TITLE:</b>	<b>Recreation Supervisor</b>	
<b>DEPARTMENT:</b>	<b>Recreation &amp; Community Services</b>	
<b>REPORTS TO:</b>	<b>Director of Recreation &amp; Community Services</b>	<b>DATE: June, 2009</b>
<b>EMPLOYEE UNIT:</b>	<b>Management &amp; Confidential</b>	<b>Supersedes: May, 2008</b>
<b>EXEMPT:</b>	<b>Yes</b>	

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**JOB SUMMARY:** Under general supervision of the Recreation Director performs work of considerable difficulty in managing the City's recreation, community services, and marketing programs. This position provides oversight of the Facility Rentals Division programs including management of the Community and Cultural Center and marketing efforts.

**CLASS CHARACTERISTICS:** This is a supervisory level classification responsible for managing and evaluating the City's comprehensive marketing of recreation programs, events and activities designed to meet the community's desires. This position requires knowledge of a wide variety of recreation activities which includes park and recreation facility reservations, special events, culture and art exhibits, special projects. The Recreation Supervisor must exercise considerable initiative and independent judgment in developing, organizing, implementing, and supervising the marketing program, events, employees, and related activities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The following duties are performed personally, in cooperation with the Recreation Director, other City staff, and members of the community. Additional duties may be assigned.

1. Manages, plans, implements, coordinates and routinely evaluates the department's marketing plan to create a well-defined brand that reflects the City's vision and goals.
2. Oversees the development and dissemination of all public information concerning recreation programs and facilities, including, but not limited to, press releases, department website, public service announcements, and marketing collateral.
3. Supervises department's community services program team in a manner that enhances customer satisfaction, marketing presentation, and part-time staff effectiveness.
4. Participates in the development and oversight of the marketing and promotions budget to ensure that the necessary resources are available and managed in a cost-effective manner.
5. Expands community awareness of service level offerings to increase participation, retention rates and

attract new participants.

6. Actively manages and pursues community partnerships and sponsorships to leverage marketing resources and reduce duplication of efforts.
7. Reviews, evaluates, and enhances department policies, procedures, and processes to ensure that they are customer centered and efficiently administered.
8. Networks with businesses, schools, community organizations, advisory groups, and other appropriate groups to build awareness of service levels and seek partnership opportunities.
9. Recruits, trains, and supervises full-time, part-time, and contract employees.
10. Coordinates team meetings to evaluate individual program areas and marketing needs and to provide leadership to all department staff to ensure that service delivery and promotional efforts are coordinated, consistent, and of a high quality.
11. Maintains a flexible work schedule in order to coordinate and attend evening and weekend meetings and events.
12. Participates in local, regional, and state organizations/committees and advisory groups.
13. Participates in department and organization management meetings as required.
14. Provides verbal and written updates as necessary.
15. May perform staff liaison role to assigned volunteer committee.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required.

**Education & Experience:**

1. Possess a Bachelor's degree from an accredited college in recreation/leisure services, public administration, business administration or closely related field.
2. At least four years of increasingly responsible recreation program experience including at least two years in a supervisory position.

**Certificates and Licenses:**

1. Possession of a valid California Class C driver's license in compliance with adopted City driving standards.

**Other Requirements:**

1. Must be willing to work flexible hours and days as may be required.
2. Those working with youth must successfully complete a state mandated background investigation

and drug screen at time of hire.

3. Bilingual English/Spanish highly desirable.

**Knowledge of:**

1. Principles, practices and techniques of marketing program development, implementation, and evaluation.
2. The needs, wants, and interests of people of various age, ethnic, and socioeconomic groups.
3. Principles and techniques of effective leadership, supervision, and training.
4. Community resources and recreation service providers in Morgan Hill and neighboring communities.
5. Standard program/service evaluation methods and report writing procedures.
6. Current marketing trends, technology, resources, and systems.

**Skill in:**

1. Assessing and implementing community recreation program needs.
2. Use of common office software including Microsoft Office.
3. Organizing and preparing clear and concise reports in a non-bureaucratic style.
4. Providing outstanding customer satisfaction (internally and externally).

**Ability to:**

1. Travel to various sites in the City to complete work activities.
2. Work irregular hours, shifts, or weekends as required.
3. Work independently, efficiently, and meet required deadlines.
4. Develop and accomplish an annual work plan.
5. Develop and maintain effective working relationships with those contacted in the course of work.

**PHYSICAL DEMANDS:** Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
2. Employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Employee generally works 80% indoors and 20% outdoors
2. The work environment is generally indoors in a temperature controlled office environment; some travel is required.
3. Noise level in the work environment is usually moderate.
4. While performing the duties of this job, the employee occasionally works near swimming pools and recreation equipment and is occasionally exposed to the risk of slipping or falling.